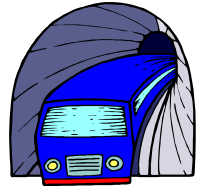




Public Transportation Program

Mass transit helps our environment by reducing the number of cars on the road, energy consumption, air pollution and demand for parking. The Public Transportation Program (PTP) is a transportation subsidy designed to encourage employees to use mass transit when commuting to and from work. The OIG will subsidize your public transportation expenses if you work full-time or part-time, or even if you are a temporary employee.



What types of public transportation subsidies can you get?

Depending on your commuting area, you receive fare media (paper fare checks or electronic deposits onto a fare card) that you may use as accepted by public transportation providers in your area. You cannot be paid directly for your subsidy – you need to use the fare media appropriate for your area.

What is the monthly value of your subsidy?

The transportation subsidy is equal to either your actual commuting expenses or the monthly maximum permitted by law, whichever is less. It does **not** include any parking expenses for travel between your home and office.

How do you apply for this subsidy?

You can apply at any time by completing a PTP Application/Certification form and returning it to the Office of Management. If your commuting expenses change because you move or relocate, you will need to complete a new application form. An electronic version of this form is attached as a separate document called "FORM 560-04 Public Transportation Program Application."

How often will you receive your subsidy?

Fare media are distributed quarterly by the PTP Custodian generally on October 1, January 1, April 1, and July 1. Individuals who receive their subsidy on the SmarTrip card add their benefits themselves each month.



How does SmarTrip card work?

Employees who ride D.C. Metro trains/busses add value to their SmarTrip card each month at a Passes/Farecards machine at Metro stations. Those that ride commuter buses or other modes of transportation that do not accept the SmarTrip Card will continue to receive paper fare cards.

You may purchase a SmarTrip Card for \$5.00, please visit www.wmata.com for a listing of sales offices. We encourage you to register your SmarTrip Card as soon as you purchase it either online at www.wmata.com or by filling out the form you receive with your SmarTrip Card.

What should I do if I lose my SmarTrip Card?

Contact Metro immediately at 1-888-762-7874 and for a \$5.00 fee Metro will send you a new card with the remaining value of the lost card. To ensure your benefits are not interrupted be sure to register your new number with OIG-OM before the 15th of the month.

What is your responsibility as a PTP recipient?

- Only use your subsidy for commuting between your home and office excluding parking.
- Do not sell or otherwise transfer your subsidy to anyone.
- Return unused fare media to the Office of Management or your Field PTP Custodian if you decide to withdraw from the PTP program or when you are no longer eligible to receive a subsidy (e.g., you have joined a carpool or leave the OIG). Be prudent in using your subsidy. If you do not use your full quarterly amount, you should not accept a full quarterly amount at the next distribution. Only add the amount that will actually be used on your SmarTrip card monthly.

If you receive a PTP subsidy, can you also get other transportation subsidies offered by the Federal Government (e.g., carpool parking)?

No. If you decide to join a carpool, you need to turn in any unused fare media, inform your PTP Custodian, and forego your PTP subsidy. However, by joining or forming a carpool, you may receive subsidized parking. See Policy Directive 560-03, Carpool Parking at Headquarters, for further information.

Will you incur a tax liability for your PTP subsidy?

No. There is no tax liability for the transportation subsidy.

If you have a question about this policy, whom can you contact?

- **Headquarters employees:** Please contact the Office of Management at (202) 927-5200 or email at OIG-OM@oig.treas.gov.
- **Boston:** Please contact your PTP Custodian.